

RFP Support to the Juvenile Justice Advisory Committee (JJAC)
Questions and Responses
November 2013

1. What is the annual budget for this project?

The annual budget for this project will vary depending on the specific activities the JJAC decides to undertake. The internal budgeted amount will not be published at this juncture.

2. Who is the current vendor? How many staff currently work on this project and what are their educational levels/degrees?

The current vendor is Civics First, Inc. For the most part work is contracted out to individuals and/or organizations selected with input from the JJAC.

3. If this is a new project, what is the anticipated annual funding level?

See answers to numbers 2 and 3 above.

4. What details can you provide about the data collection in the scope of services? Is there a particular reporting format required? What type of data is collected – clinical? Demographics? What is the approximate amount of time required per facility for data collection and on-site data verification?

Details for each data collection project vary and formats will be provided when data collection activities are requested by the JJAC. No clinical information is collected. Demographic information is collected. An on-site visit would take about a half day plus preparation and travel time.

5. Is there separate funding or pass-through billing for the expenses associated with the training venues, speakers, and equipment required for the conferences and trainings? If not, where are events held and what are typical costs for speakers and materials? Are the trainings and conferences typically the same year to year with set venues and speakers or is the vendor required to locate different venues and speakers? (in other words, is this an administrative function or will more extensive event planning skills be required?)

Generally, the content, agendas, speakers and locations for trainings are determined by the JJAC. The JJAC also has its own training curricula. Extensive event planning is not required.

6. Is there a particular educational level/degree/credentials required for the staff person who collects data and/or for the staff involved in the JJAC research and evaluation projects?

It is expected that most work will be contracted out to individuals and/or organizations selected with input from the JJAC. The particular educational level/degree/credentials will vary according to the task.

7. On page 2 of the RFP, Item 6, the vendor is “expected to fund travel and registration expenses for up to seven individuals to attend juvenile justice

related conferences and trainings.” How many trainings per year will these individuals each attend, where are they held, and what are the typical costs? Again, are these pass-through costs in which the vendor arranges for travel and expenses and just bills JJAC? What were the costs for the past 3 years for these trainings?

The information about the past travel is not available. There is no set number of trainings or individuals sent to trainings, conferences etc. These are decisions the JJAC makes as opportunities arise. These are primarily pass-through costs.

8. With regard to the on-site monitoring visits for the one-third of 328 facilities, how many visits PER SITE are expected per year?

For the majority of site visits, there is only one visit per year.